

S E C R E T

Official Record Copy
Office of Personnel

OP MEMORANDUM NO. 20-31-58

15 December 1983

OFFICE OF PERSONNEL MEMORANDUM

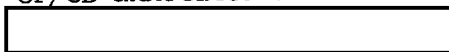
SUBJECT: Separate Maintenance Allowance

1. Effective immediately:

a. To preclude employees from receiving concurrent Separate Maintenance Allowance (SMA) and travel benefits for their dependents all requests for changes of benefits from SMA to travel, or vice versa, must be coordinated with SSA/DDA prior to submission to OP/CAD.

b. CAD/AB will no longer forward an approved SMA application directly to the Office of Finance, Compensation Division to initiate payments to the employee. Instead, the sponsoring component Personnel Officer will be sent the original copy of the approved SMA application and requested to:

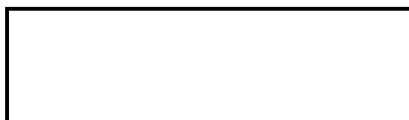
- (1) Notify the field that SMA has been approved;
- (2) Ensure that dependents approved for SMA do not appear on the employee's travel order as being authorized travel as long as SMA payments are being made;
- (3) Forward the original copy of the approved SMA application to OF/CD annotated with the effective date that SMA is to commence,



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c. Sponsoring components also are responsible for notifying OF/CD, and the field when applicable, of the date that SMA entitlements are terminated. Such notification may be in the form of a memorandum, cable or telepouch; whichever form is used, the termination date must be clearly identified. Obviously, timing is the key to the form used as timeliness of notification will keep overpayments and related problems to a minimum. (U/AIUO)

2. Effective immediately, when OP/CAD forwards an approved SMA application to the sponsoring component Personnel Officer, OP/CAD will state on a covering routing sheet: "To initiate or terminate SMA payments the component Personnel Officer is responsible for notifying the field and OF/CD of the specific dates entitlement begins or ends, and for ensuring that dependents do not appear on the employee's travel order as being authorized travel as long as SMA payments are being made." (U/AIUO)



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3. [] SMA shall not be payable for a dependent for whom travel per diem is payable. Consequently, when SMA is approved for a dependent who subsequently travels to post on delayed PCS travel orders, SMA must terminate when per diem starts and not when the dependent arrives overseas PCS. If travel begins in the field, the key to the effective date of SMA commencement is when per diem ceases and not when the dependents departs overseas. (U/AIUO)

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4. It should also be noted that [] applications based on health factors shall be supported by a statement from the attending physician and that grants made for "notably unhealthful conditions" or "excessively adverse conditions" shall be supported by a reliable (i.e., Agency) medical authority. Applications submitted without the required supporting documentation will delay the review process. (U/AIUO)

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6. If you have any questions regarding SMA, please do not hesitate to call []

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[]
ROBERT W. Magee
Director of Personnel

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